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11/21/60

MEMORANDUM FOR THE RECORD

1. On Thursday afternoon, 17 November 1960, a meeting was held at the G.A.O. Building to discuss several items in connection with proposed E.D.P. payroll procedures. The following persons were in attendance:

| | | |
|---------|------------------|--------|
| 25X1A9a | Mr. Steve Brown | G.A.O. |
| | Mr. Ben Williams | G.A.O. |
| | Mr. [REDACTED] | C.I.A. |
| | Mr. [REDACTED] | C.I.A. |

The subject matter of this meeting was the same as that discussed between Mr. Brown of G.A.O., Messrs. [REDACTED] of this Agency on 14 August 1959. The opinions expressed by Mr. Brown at both meetings were identical.

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2. Item I

Question: What is G.A.O.'s position on the proposal by the A.D.P. group of this Agency to eliminate the Individual Earnings Record listing prepared at time of separation or at calendar year end.

Discussion: It was pointed out that a comprehensive payroll listing will be prepared each pay period. This listing is necessary for payroll purposes and contains all the payroll data. The proposed procedure contemplates using this listing for G.A.O. Audit and Agency reference needs in lieu of the Individual Earnings Record listing, and it would be retained for the number of years required by law.

Opinion: Mr. Brown quoted General Accounting Office Policy and Procedures Manual, Title 6, Payroll, Leave and Allowances Reference Section, 3040.25 Individual Earnings Record Not Required Under Certain Circumstances. Where comprehensive payrolls are prepared, showing the details of employee's earnings, deductions, and net pay for each pay period the Individual Earnings Record may be eliminated provided:

- (1) The amounts shown on the comprehensive payrolls for retirement, tax, and bond deductions shall be balanced at least quarterly with the general ledger controlling account.
- (2) The cost of preparation of the Individual Earnings Record is considered greater than the administrative expense of researching comprehensive payrolls to provide data normally available on Individual Earnings Record.

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Mr. Brown's opinion was the Individual Earnings Record is not needed for G.A.O. Audit purposes, and this Agency should conduct a study to determine the necessity for preparing it for Unemployment Compensation and other referrals. The study should be based on the cost involved in preparing the Individual Earnings Record versus the cost of compiling the data manually from the pay period listings.

Item II

Discussion: Discontinuance of the Individual Leave Record as presently prepared.

Opinion: Mr. Brown indicated this listing was not required by G.A.O. and referrals should be made to the Time and Attendance Report and to the leave period listings.

Item III

Discussion: The preparation of the Form 1150 Personnel Action and the resultant paper tape for input of data into the computer for updating the Master Personnel Record, and the Master Payroll Record.

Opinion: Mr. Brown indicated this method is satisfactory if proper controls are maintained.

It is suggested the controls be basically those maintained under the current E.A.M. system.

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